

- Technical, Engineering & Construction • Commercial • Permanent
- Industrial, Catering & Cleaning • Driving



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For the purposes of calculating entitlement to paid annual leave pursuant to the Working Time Regulations 1998 under this clause, the leave year commences *on the date that the Temporary Worker starts an Assignment or a series of Assignments.*

To request paid annual leave please complete the form below and submit, ensuring that your relevant Supervisor is aware of, and has authorised, your requested dates.

You are required to notify the Employment Business of the dates of your intended absence giving notice of at least twice the length of the period of leave that you wish to take.

The completed holiday request form must then be either faxed or e mailed to The Personnel People within the indicated time frame. It is your responsibility to confirm receipt and failure to do so may result in non payment.

TEMPORARY WORKERS NAME
NUMBER OF DAYS REQUESTED
FROM (dd/mm/yy)
TO (dd/mm/yy)
SIGNATURE
DATE
<u>For office use only</u>	
CONSULTANT AUTHORISATION
DATE RECEIVED